

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ANG 14-2004

OPENING DATE: 05 March 2004

CLOSING DATE: 22 March 2004

ANTICIPATED FILL DATE: 02 May 2004

POSITION TITLE AND NUMBER:

Supervisory Information Technology Spec
PDCN: 80417000

UNIT/ACTIVITY AND DUTY LOCATION:

145 Communications Flight
NCANG, Charlotte, NC

GRADE AND SALARY: (Includes Locality Pay of 10.09%)

TECH

GS-2210-12 \$57,556 - \$74,826 per annum

EMPLOYMENT STATUS:

AGR - Current on-board AGR members only.
Pay and allowances commensurate with
military grade not to exceed CMSGT/E-9.

Excepted Service

WHO CAN APPLY: TECHNICIAN: The area of consideration for this position is NCANG FULL TIME SUPPORT PERSONNEL ONLY. Applications will only be accepted from current Excepted employees of the North Carolina Air National Guard.

HOW TO APPLY: TECHNICIAN: Applicants interested in the technician position may apply by submitting an Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application.

NOTE: Information that must be provided when applying for a technician position is as follows:
announcement number; name; address; telephone number; social security number; date of birth;
citizenship; education; work experience; and other job-related qualifications.

Applications must be sent to: North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410, to be received not later than the close of business on the above indicated closing date.

QUALIFICATION REQUIREMENT: TECHNICIAN: Must have 36 months experience which demonstrates that the applicant has acquired the below listed KSA's. AGR: Must possess or be eligible for award of AFSC listed under "MILITARY ASSIGNMENT" on page 2 of this announcement.

KNOWLEDGE, SKILLS & ABILITIES (KSA'S)

Below are listed the KSA's for this position. Each technician applicant must prepare separate (plain paper) listing to address all KSA's and explain the civilian and military work experience (with dates) that provided that KSA. These comments must be addressed in the order they appear below and attached to the application when applying for the position. Failure to include attachment of the KSA Statement will result in your application not being considered for employment. ASSISTANCE IN COMPLETING THE KSA STATEMENT MAY BE OBTAINED BY CALLING 919/664-6172 OR 704/391-4169.

1. Must have the ability to research and analyze data.
2. Must have the ability to communicate orally and in writing.
3. Must have skill in organizing work in a logical sequence.
4. Must have knowledge of computer programming techniques.
5. Must have knowledge of computer systems and applications.

CONDITION OF EMPLOYMENT: 1. Occupants of this position must maintain continuous military membership in the North Carolina Air National Guard (NCANG). NCANG status (military grade, DAFSC, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible AFSC in the NCANG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

MILITARY ASSIGNMENT: Assignment in a compatible enlisted position in the NCANG is mandatory.
AFSC: 2E2X1, 2E3XX, 2E4X1.

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement. (KSA Statement will be evaluated by the Personnel Staffing Specialist to determine minimum qualifications and by the Interview panel to determine the best qualified.)

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Manages the Communications Division, Mission Systems Branch. Directs the installation, engineering, testing, evaluation, modification, maintenance, and reporting of the full range of C-E (Communications-Electronics) equipment and systems assigned. The equipment and systems are vital in the day to day operation of assigned and attached base units, for command and control requirements, and critical to the mission of the Air National Guard. The operation is characterized by a variety of sophisticated and complex electronic/integrated systems; to include complete Digital Electronic Base Telephone System(s), solid state computerized private branch telephone exchanges and key telephone systems, state of the art LAN (local Area Network) hub, switch, router systems and supporting infrastructure and backbone using sound engineering, planning discipline with a variety of transport mediums to include copper and fiber optic facilities, localized cable antenna television systems, and complex analog and digital RF voice and data systems. Provides technical solutions that produce end products that are highly complex in order to support unique command and control communications system requirements. Manages quality control procedures, which require careful planning and inter/intra organization coordination and substantial interaction between functions. Performs evaluation of scheduling and possible rescheduling or reassignment of work. Controls changes in work situations and assigning priorities of service and installation of all supported organizations. Ensures standard C-E maintenance and repair methods are followed to meet complex specifications. Tracks time and work completion that is critical for safety reasons, workload, and manpower requirements. Incumbent analyzes current and past maintenance effectiveness. Takes, directs, or recommends remedial actions to correct problems or deficiencies and to preclude recurrence. Advises the Telecommunications Manager/Director of Support of significant issues and matters affecting the production, control, and effectiveness of the unit's C-E systems function. Establishes a communications focal point that is the critical link between HQ and ANGRC organizations responsible for reporting and submission of Command Status Reports (CSR's), Reports C-E equipment status to ANGRC and AF logistics managers of inventory, status and availability on priority systems. Plans, develops, and implements local maintenance policies, procedures, and goals for effective administration, direction, management, and operation of the Mission Systems Branch. Maintains current information on system and equipment status, repair actions, modifications, and related matters through on-site visits and use of the Mission Support Function in order to analyze the organizations maintenance capabilities, evaluate maintenance effectiveness, and report mission support posture. Initiates action to maintain a maximum degree of efficiency and reliability. Establishes maintenance procedures complying with technical orders, regulations, manuals, and higher headquarters' directives. Continually reviews existing maintenance methods, procedures, and policies for improvement purposes and recommends alternate methods not conflict with higher headquarters' publication. Prepares and recommends changes in the maintenance policy of higher command and provides justification in the form of data analysis, past performance, etc. Controls and manages the units Core Automated Maintenance System (CAMS). Equipment Status Reliability Reports, inventories, preventive maintenance schedules, and Time Compliance Technical Orders (TCTOs). Historical and trend and supply data is tracked and input for higher headquarters. Maintains constant and highly complex coordination between workgroups within and outside of the unit. " Much of the work assigned to the branch due to complexity, cost, and uniqueness requires considerable planning and coordination. Many projects require substantial interaction among several different units and organizations to complete. Works to bring many resources together in a timed and coordinated sequence to accomplish projects in a timely and efficient manner. Responsible to achieve coordination within and outside unit and locale in regards to manpower, training and material. Keeps abreast of frequent, substantial, and unexpected changes in work operations and other external requirements that impact the timing and effective use of resources. Considers and advises all participants (internal and external), suppliers, and contractors of changes and coordinates changes to reprogram or reschedule intended projects to meet mission requirements. Must be flexible and adaptable to quickly react to unexpected changes, which could jeopardize completion of the project(s) to achieve the intended goals. Ensures the proper use, management, and training of all personnel, consisting of multiple technical disciplines within the Mission Systems Branch. Directs the work operation of technicians engaged in the installation, testing, analysis, modification, repair, and maintenance of complex and state of the art communications systems. Directly supervises personnel in material control, job control, quality control, and administrative functions. Ensures new employees are briefed in their duties and responsibilities and that a training program exists on new and/or revised procedures and methods. Interviews and selects new employees. Provides training and orientation. Establishes work performance standards and discusses and

Announcement # ANG 14-2004 (Cont'd)

assigns annual performance evaluations. Initiates disciplinary actions, promotion actions and step increases. Recommends awards and approves leave. Manages overall personnel program within the branch. Implements maintenance control and material control functions. Ensures use of personnel and material to maintain quality and production standards. Ensures that adequate support is provided in all phases of maintenance and that inner-service and host-tenant support agreements are properly provided for. Provides for and monitors the scheduling and accomplishment of all technical order compliance. Ensures the accomplishment of quality control and activity inspections and assures position action is taken to correct and prevent recurrences of irregularities. Provides required maintenance inputs for C-E equipment that requires Mobile Depot Maintenance (MOM) or special evaluations. Submits requests to higher headquarters, monitors work progression by Engineering and Installation (EI) teams, and certifies completion. Ensures receipt to satisfactory maintenance support by coordination with commercial facilities such as Regional Bell Operating Company (RBOC), MCI, and other communications transport vendors. Maintains control over the supply program, which includes monitoring non-mission capable conditions, requesting supply assistance from base supply, and assists in supply indoctrination training program for mission systems personnel. Establishes a communications focal point to perform duties and responsibilities to report up-channel status to higher headquarters and unit staff officers of the posture of equipment and mission affected impairments. Provides communication technical advice to all organizations/units in establishing communications requirements. Serves as the alternate Communications Staff Officer (CSO) to approve Communications Systems Requirements Documents. Meets and coordinates with senior Commanders/representatives and ANG contracting and civil engineering office on technical design of new/updated communications systems. Realignment duties within the maintenance complex to ensure efficient use of assigned manpower to accomplish base's mission. Establishes and implements Customer Service Center (Job Control) to receive trouble calls and complaints from all supported customers on a 24 hour basis. Maintains an automated/manual trouble log to ensure troubles or dissatisfaction of customers are corrected and resolved. Oversees telephone systems administration. Formulates and coordinates programs to install and maintain secure telephone equipment for all base organizations. Ensures customers are educated and trained on use, including awareness of security compliance and handling. Prepares and submits budget estimates and revisions for the procurement, installation, and maintenance of equipment and supply items. Monitors all logistic support planning and programmed requirements for new equipment. Analyzes and evaluates new work and recommends completion via in-house, EI, or contract, based on urgency and cost effectiveness. Manages branch IMPAC account, maintains accountability for all purchases. Builds up and ensures unit mobility equipment is in a current state of readiness. Provides training for all tasked mobility personnel. Establishes a COMSEC sub-account for the Mission Systems Branch to provide adequate maintenance manuals, test keys and associated aids. Provides for initial and recurring training for all tasked maintenance personnel. Provides technical input in the form of complete annexes to base, mobility and wartime tasking plans. Input covers the broad range of communications support necessary for mission accomplishment, i.e., voice, data, radio and special communications requirements, Provides technical assistance to base level planners, E&I STEM and higher headquarters for implementation of downward-directed communications systems. Ensures that all new systems integrate and/or are compatible to existing architecture. Serves as the single point manager of the Radio Frequency Spectrum as it is applied to the installation and geographically separated units. Manages the Joint Spectrum Warfare Management System (JSMS). Ensures that all temporary and permanent frequency assignments are utilized with assignment parameters. Establishes an initial and re-occurring frequency management education program for organizations. As the Installation/Base Land Mobile Radio (LMR) manager, is responsible for the technical approval of all organizational radios assigned or requested. Initially loads and maintains the Land Mobile Radio Tracking and Reporting System (TRS) which accounts for all radios, pagers and cellular telephone assets for base and geographically separated units. Works independently under the general supervision of the Communications Division Chief who delegates program responsibility and reviews effectiveness of performance by the accomplishment of overall objectives, and through review of local and headquarters' inspection and staff reports; a review of cost and maintenance analysis reports; by general appearance and housekeeping of working areas; and, the general attitude and morale of mission systems branch personnel. Has reference to maintenance and management directives, policies, and manuals of higher headquarters for guidance. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board. A copy of this announcement will be posted to the 145 MSF web page.

Announcement # ANG 14-2004 (Cont'd)

ADDITIONAL INSTRUCTIONS:

1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific Islander; Black, not of Hispanic origin; Hispanic; white, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs.
2. An initial, and periodic medical examination may be required for jobs located in working areas which have a high exposure risk to conditions which may result in occupational illness or injury.
3. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15.
4. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date.
5. Males born on or after 1 January 1960 must be registered with the Selective Service in order to be considered for federal employment.

DISTRIBUTION:

A, B-3, C-3, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-20, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1

